

FORM TO CORRECT A COLORADO MARRIAGE, DISSOLUTION OR CIVIL UNION VERIFICATION

Complete this form in full
Cross outs and/or white-out is not acceptable
Print or Type the information
Complete this form in ink

Please Note

This process **will only** correct the Marriage, Dissolution or Civil Union Verification filed in the State Vital Records Office.
This process **will not** correct the actual copy of the Marriage, Dissolution or Civil Union filed in the County or District Court of the applicable jurisdiction

Record Type (check box✓) ☐ Marriage ☐ Dissolution (Divorce) ☐ Civil Union

Please select the type of service requested (check box✓) ☐ correction of a verification ☐ registration of a missing verification

INFORMATION AS IT CURRENTLY APPEARS ON THE MARRIAGE, DISSOLUTION OR CIVIL UNION VERIFICATION				CORRECT INFORMATION AS IT SHOULD APPEAR ON THE MARRIAGE, DISSOLUTION OR CIVIL UNION VERIFICATION			
1. Groom	Petitioner's Name	or	Party One	1a. Groom	Petitioner's Name	or	Party One:
First	Middle		Last(s)	First	Middle		Last(s)
2. Bride	Respondent's Name	or	Party Two	2a. Bride	Respondent's Name	or	Party Two
First	Middle		Last(s)	First	Middle		Last(s)
3. County of Marriage, Dissolution or Civil Union				3a. County of Marriage, Dissolution or Civil Union			
4. Date of Marriage, Dissolution or Civil Union: (Month/Day/Year)				4a. Date of Marriage, Dissolution or Civil Union: (Month/Day/Year)			
5. Docket Number (Dissolution only)				5a. Docket Number (Dissolution only)			
6. Dissolution Type: <input type="checkbox"/> Divorce <input type="checkbox"/> Separation <input type="checkbox"/> Invalidity <input type="checkbox"/> Annulment <input type="checkbox"/> Civil Union				6a. Dissolution Type: <input type="checkbox"/> Divorce <input type="checkbox"/> Separation <input type="checkbox"/> Invalidity <input type="checkbox"/> Annulment <input type="checkbox"/> Civil Union			

The penalties for obtaining a record under false pretenses include a fine of not more than \$1,000 or imprisonment in the county jail for not more than one year or both such fine and imprisonment (CRS 25-2-118). By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses. The information above is true to the best of my knowledge and I/we request that the marriage, Dissolution or Civil Union verification to be changed accordingly.

_____/____/____
Signature of requestor Date

_____/____/____
Signature of requestor Date

Your relationship to requestor (check box✓)
☐ Groom ☐ Bride ☐ Legal Representative (must provide proof)
☐ Petitioner ☐ Respondent ☐ Party One ***see ID Policy**
 Your relationship to requestor (check box✓)
☐ Groom ☐ Bride ☐ Legal Representative (must provide proof)
☐ Petitioner ☐ Respondent ☐ Party Two ***see ID Policy**

Address City/State Zip code

Daytime phone number Email (Print Clearly)

Services and Fees (Fees are non-refundable)

	Quantity	Fees (\$)		
1st certified copy of the Marriage, Dissolution or Civil Union Verification - (if applicable, see exchange policy)	x	17.00	=	\$
***Additional copies of the same certificate ordered at the same time or exchanges	x	10.00	=	\$
Heirloom Certificate (excludes dissolutions) <i>To see Image of Heirloom Certificate visit our website</i>	x	35.00	=	\$
**Credit Card Convenience Charge (Walk-Ins excluded)		10.00	=	\$

Total Number of Verifications Requested: _____ **Total:** \$ _____

OUR RETURN MAILING ADDRESS

Vital Records, Marriage/Dissolution Correction Specialist, 4300 Cherry Creek Drive South, Denver, Colorado 80246-1530

OUR WEBSITE

www.colorado.gov/cdphe

CONTACT INFORMATION

Name: Jake J. Salazar **Phone:** 303-692-2226 **Email:** jake.salazar@state.co.us

*ID POLICY

Effective 11-01-2003, Return your request with a copy of your driver's license, state ID, passport or other acceptable identification.

***EXCHANGE POLICY

Effective 7/1/2011 previously issued certified copies of the verification may be exchanged at any time after a correction or change has been made to a birth certificate for \$10.00 each. You must return the verification(s) to utilize this service or must be presented to us before any transaction is requested.

METHODS OF PAYMENT

We accept Checks (no-temporary), Money Orders (payable to Vital Records) and Credit Cards.
Not responsible for cash sent through the mail.

**CREDIT CARD ORDERS

(check box✓) ☐ Visa ☐ MasterCard ☐ Discover Convenience Charge will apply (see fee schedule above)

Credit Card Number: _____ Expiration Date: _____ Total Charges: \$ _____

CHECKLIST

TO AVOID DELAY ENCLOSE ALL NECESSARY DOCUMENTATION PLEASE SEND THE FOLLOWING:

- ☐ 1) Form to Correct a Marriage, Dissolution or Civil Union Verification
- ☐ 2) Certified Marriage Certificate, Dissolution Decree or Civil Union Certificate
- ☐ 3) *ID
- ☐ 4) Fees along with a self-addressed stamped envelope

INSTRUCTIONS FOR CORRECTING A COLORADO MARRIAGE, DISSOLUTION OR CIVIL UNION VERIFICATION

MARRIAGE

Years corrected: 1975 to present

Eligible Parties: Only the bride, groom or their legal representative (must provide proof) are eligible to apply.

Items Needed: Form to Correct a Colorado marriage or dissolution Verification. Certified copy of the marriage certificate from the county Clerk and Recorder's office where the marriage license was issued. Photocopies are not acceptable. Documents will be returned.

DISSOLUTION

Years corrected: 1968 to present

Eligible Parties: Only the petitioner, the respondent or their legal representative (must provide proof) are eligible to apply.

Items Needed: Form to Correct a Colorado marriage or dissolution Verification. Certified copy of the dissolution decree from the County District Court where the dissolution, separation, invalidity, or annulment was granted. Photocopies are not acceptable. Your court order will be returned.

CIVIL UNION

Years corrected: 2013 to present

Eligible Parties: Only party one, party two or their legal representative (must provide proof) are eligible to apply.

Items Needed: Form to Correct a Colorado marriage, dissolution or Civil Union Verification. Certified copy of the civil union from the county Clerk and Recorder's office where the civil union license was issued. Photocopies are not acceptable. Documents will be returned.

*REQUIRED IDENTIFICATION DOCUMENTS

At least 1 of the following:
(No expired documents accepted)
'PRIMARY' LIST

- Alien Registration Receipt/Permanent Resident Card
- Certificate of U.S. Citizenship
- Colorado Department of Corrections ID card
- CO Temporary Driver's License Form (with hole-punched Driver's License)
- Employment Authorization Card (I-766)
- Foreign Passport
- Photo Driver's License
- Photo ID Card (DMV)
- School, University or College ID Card (must be current)
- Temporary Resident Card
- U.S. B1/B2 Visa card with I-94
- U.S. Certificate of Naturalization
- U.S. Citizenship ID Card (I-197)
- U.S. Military ID Card
- U.S. Passport

We are sorry, but we cannot accept:

- Matricula Consular Card
- Novelty ID Card
- Non-expiring Identification Cards
- City or County Prison/Jail ID
- Souvenir birth certificates
- Temporary Driver's license or Temporary State ID

Or at least 2 of the following:
(Any document expired more than six months will not be accepted)
'SECONDARY' LIST

- Acknowledgment of Paternity document
- Birth Certificate of Applicant (U.S. only)
- Court order of adoption or name change
- Craft or trade license (Colorado only)
- DD-214
- Divorce Decree (U.S. only)
- Hospital birth worksheet (for infants under 6 months)
- Hunting or Fishing License (must be current-Colorado only)
- IRS-TIN card
- Marriage license (U.S. only)
- Medicare Card
- Merchant mariner card
- Mexican voter registration card
- Motor vehicle registration or title (U.S. only)
- Pilot license
- Selective Service Card (U.S. only)
- Social Security Card
- Social Services Card (Medicaid, WIC)
- State or federal prison or corrections card
- Tribal ID Card
- Weapon or gun permit (U.S. only)
- Work ID, Paycheck Stub (within 3 months), or W-2
- Any Expired document from the "Primary" List (cannot be expired more than 6 months)